



*Announcing...
A Great **FREE** Training Opportunity!*

Personal Property Utilization and Disposal

**Monday, August 24, 2009, 1:00 PM EST- 4:00 PM EST
through Friday, August 28, 2009, 9:00 AM - 11:00 AM EST
(August 25, 26 & 27 hours are 9:00 AM - 4:00 PM)**

**Peachtree Summit Building, Room 530 (5th floor)
401 West Peachtree Street NW
Atlanta, GA 30308**

Register online at gsa.gov/events

For more information contact:

Mark Brantley at (404) 331-1877 or email: mark.brantley@gsa.gov
Jackie Powell at (404) 331-3057 or email: jacqueline.powell@gsa.gov

Learn about the rules and process for disposing of excess government personal property in this FREE 5-day workshop.

Who should attend:

Accountable Property Officials, Property Custodians, and Personnel interested in Procuring excess personal property. This course is intended for both newcomers to Property Management Disposal as well as seasoned professionals needing updates on the property disposal process.

Class topics include:

- Federal Utilization and Disposal of Personal Property regulations and process
- New electronic features of GSAXcess, including shopping cart and picture options
- Specific categories of personal property
- Transfers and donations of personal property
- Sales and abandonment and destruction of personal property
- Computer and electronic disposal

*Note: Attendance is
limited to 55 people!*